

## memorandum

FACILITIES, SECURITY and SAFEGUARDS  
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management and Secretarial  
Distribution

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**SUBJECT: GUIDELINES FOR THE USE OF FORM 864 (UNCLASSIFIED VISITS  
TO SECURITY AREAS)**

Uncleared Laboratory employees, contractors, and visitors who are U.S. citizens can be escorted into security areas by submitting Laboratory Form 864, Official Laboratory Visitor Request for Unclassified Visits to Security Areas, to the Badge Office (MS B236, Fax 667-1368). Recently a growing number of problems have been reported, particularly by PTLA security personnel at various posts, involving this form.

Form 864 is completed by the hosting organization and forwarded to the Badge Office. The Badge Office determines that all required blocks are completed but does not verify the correctness of the information entered. Completion of Badge Office review is indicated by the signature of a member of the Badge Office Team who has been approved to sign.

The purpose of this memorandum is to list some basic requirements on the part of host organizations, that if met, will avoid inconvenience to the host and escorted individual(s) and eliminate the possibility of security violations.

- The copy of Form 864 used at a security post must be signed by the hosting organization. There have been instances when more than one copy has been presented at a security post, because modifications were made but the modified version lacked a Badge Office signature.
- Faxed copies are illegible. Whenever possible, use the online JetForm Filler version available from the Laboratory's Web site for optimal clarity. If a guard determines that the copy he or she receives is illegible and that its purpose cannot be fulfilled, the uncleared individual will not be permitted into the security area. Another problem is that security personnel are receiving copies that have been reduced in size, making them illegible.

**NOTE:** To minimize the problem of illegibility, all customers using the Form are requested to obtain it from the Laboratory's online forms web site at <http://iosun.lanl.gov:7000/dev1/htmls/forms.html>, accessible from the Laboratory's home page (select Official Documents). The Badge Office will no longer fax blank forms, since by the time it is faxed back completed, it is likely to be illegible. Badge Office forms require JetForm Filler to be loaded on your workstation. This free software is available by going to the Laboratory's Electronic Software Distribution page,

<http://esd.lanl.gov/redi/esd/esdsite.cgi>. If you need assistance in loading JeffForm Filler, contact your systems support person or the CIC-6's Desktop Consulting help desk at 667-HELP. You may either fill out the form directly online and print it, or print it blank to create your supply of paper forms.

- The security post through which the uncleared individual will pass must be specified, and it must be the current post number. Several years ago, the numbers of many of the posts were changed; some of the old numbers were re-assigned. If the number on the form does not correspond to the current number, the uncleared individual will not be permitted into the security area. For assistance in determining current security post numbers, contact Ruth Larkin, Senior Operations Specialist, PTLA (665-0060, [ruthl@lanl.gov](mailto:ruthl@lanl.gov)).
- No more than three changes are permitted to the information entered on the form after it has been submitted and verified by the Badge Office; any of the specific information provided can be modified *except* the individuals being escorted. Under no circumstances may visitors be added to an already verified form. If the nature of the visit has changed substantially, or the names of those being escorted needs to be modified, a new form must be submitted. It is helpful to explicitly indicate that the new form replaces one previously submitted.
- Escorts and the host organization they belong to are responsible for the unescorted visitor while in a security area. Neither the Badge Office nor the PTLA security personnel is in a position to authenticate the signature on the form or determine that that individual was authorized or delegated to sign. This is the responsibility of the organization submitting the request.
- When taking an uncleared visitor into a security area that is under the jurisdiction of others, Form 864 must contain the signature of a person with authorized responsibility for that area. To assist in determining who needs to sign, consult the MOADS database home page (<http://cafml.lanl.gov:8080/welcome.html>), selecting Quick Query for Building Contacts. By entering the Technical Area and Building number, all relevant managers for that building can be determined.

FSS-15 is working through the final issues involved in significantly redesigning the escort required process to greatly simplify and decentralize it. In the near future we hope to be able to announce a substantially streamlined process.

Meanwhile, your cooperation in abiding by the present procedures will ensure that security requirements are being met and will cause a minimum of inconvenience to your visitors.

RSV:KAC:lj